



CITY OF HOUSTON

Job Posting

1	Applications accepted	ALL PERSONS INTERESTED
2	Job Classification	Bureau Chief, Public Health (EXE. LEV.)
3	Posting Number	PN# 110009
4	Department	Health & Human Services
5	Division	Office of Surveillance & Public Health Preparedness
6	Section	Laboratory Administration
7	Reporting Location	1115 S. Braeswood*
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Supervises and coordinates the activities of bureau employees. Provides consultative and educational expertise and support in a specialized public health area.	
	<u>CORE FUNCTIONS</u> <ul style="list-style-type: none">➤ Maintains required licensure and permits for operation of each lab section, including Clinical Laboratory Improvement Act (CLIA) certifications, the Texas Commission on Environmental Quality (TCEQ), the Department of Social and Health Services (DSHS), the Center for Disease and Control Prevention (CDC) Select Agents, and the United States Department of Agriculture (USDA). Ensures that the environmental laboratory meets requirements for the National Environmental Laboratory Accreditation Conference (NELAC) compliance for environmental water testing.➤ Ensures best practices in quality testing for all areas of the laboratory.➤ Supervises staff, recruits and trains new staff.➤ Prepares reports, correspondence, and provides documentation for management review and presentation.➤ Ensures that the grant deliverables for all lab grants are achieved and increases lab revenue by presenting proposals for revision of lab fees every year.	
10	<u>WORKING CONDITIONS</u> The position is physically comfortable; the individual has discretion about walking, standing, etc.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> A Doctoral degree in Public Health or a closely related field, such as Biology, Microbiology, Chemistry or Physics is required.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Five (5) years of experience in a major health agency or a similar facility are required. A Master's degree in a specific public health field and seven (7) years of directly related professional experience may be substituted for the education and experience requirement.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP2-2).	
14	<u>PREFERENCES</u> <ul style="list-style-type: none">➤ Work is substantially complex and varied; requires a combination of the interpretation of technical and detailed guidelines, policies and procedures. Analytical ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u>	None
16	<u>SAFETY IMPACT POSITION</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.
17	<u>SALARY INFORMATION</u>	GENERAL FUNDED POSITION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is: Salary Range - Pay Grade 30 \$1,999 - \$3,867 Biweekly \$51,974 - \$100,542 Annually
18	<u>OPENING DATE</u>	April 19, 2006
19	<u>CLOSING DATE</u>	Open Until Filled
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.	
	An equal opportunity employer	